Agency Benefits Coordinator Meeting

Queries

TN Department of **Finance & Administration**

August 2018

Queries to Run Monthly

- **TN_BA142_TEMP_PRIMARY_NID_DEP -** This query will show you all of the dependents that have a temporary Social Security Number and the name of the employee for that dependent. If you do not have the permanent SSN, you will need to get this information from the employee.

- **TN_BA142_TEMP_PRIMARY_NID_EMPL -** This query will show you all of your employees that have a temporary Social Security Number. If you do not have the permanent SSN, you will need to get this information from the employee.

- **TN_BA313_ADDRESS_CHANGES -** Shows all the addresses that have been updated for an agency.

ESS and AE Queries
(Descriptions and Prompts to Run)

TN_BA133_AUDIT_OPEN_ENRL_ESS

Prompts	When to Run	Intended Results
Edison Employee ID: 00xxxxxx	During/After AE	This query will show all of an employee's elections made through ESS with a date/time stamp. If the employee submits the enrollment multiple times, all of the activity will show on this report.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- Dependent Number
- Employee or Dependent Name
- Plan Type (Medical, Dental, Vision, etc.)
- Election (Elect or Waive)
- Plan (BCBS, Cigna, etc.)

- Description of Plan
- Coverage Code
- Annual Pledge (only for State Flex)
- Schedule ID (Open Enrollment or New Hire)
- Date and Time of Election
- Election after Submit

TN_BA219_AETP_INS_ELECTIONS

Prompts	When to Run	Intended Results
Event Date: 01/01/YYYY	During AE	This query will show who has made changes to their health insurance during AE. It will show the old coverage and the new coverage.

This information will be returned with the Header Title at the Top of the query:

- **Business Unit**
- **Employee ID**
- **Benefit Record**
- **Name**
- **Benefit Program**
- **Plan Type (Medical, Dental, Vision, etc.)**

- **Coverage Begin Date**
- **New Benefit Plan (BCBS, MetLife, etc.)**
- **New Coverage Code (Single, etc.)**
- **Old Benefit Plan**
- **Old Coverage Code**
- **Election Source**

TN_BA219_NEW_HIRE_ESS

Prompts	When to Run	Intended Results
From Coverage Begin Date: MM/DD/YYYY To Coverage Begin Date: MM/DD/YYYY	Monthly	This query will show everyone who has not submitted an enrollment, including those who have made changes in ESS but have not submitted their enrollment. They will need to go back and submit for the changes to take effect.

This information will be returned with the Header Title at the Top of the query:

- **Employee ID**
- **Last and First Name**
- **Email**
- **Department ID**

- **Department Description**
- **Reason Not Submitted**
- **County**

TN_BA219_OE_NOT_SUBMITTED

Prompts	When to Run	Intended Results
Event Date: 01/01/20YY	Weekly During AE	This query will show everyone who has not submitted an enrollment, including those who have made changes in ESS but have not submitted their enrollment. They will need to go back and submit for the changes to take effect. Look for the employees with "SAVED" in the "Saved but not Submitted" column in the query.

This information will be returned with the Header Title at the Top of the query:

- **Employee ID**
- **Last and First Name**
- **Email**
- **Department ID**

- **Department Description**
- **Reason Not Submitted**
- **County**

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TN_BA265_OE_ELECTIONS_IN_ESS

Prompts	When to Run	Intended Results

Schedule ID:
  OEGYY - Local Government
  OEHYY - Higher Education
  OESYY - State
  OETYY - Local Education
	During/After AE	This query is an audit of all elections made by your employees during AE. If they submit an enrollment multiple times, each enrollment they submit will show with a date and time stamp.

This information will be returned with the Header Title at the Top of the query:

- Department ID
- Employee ID
- Employee Record
- Name
- Plan Type (Medical, Dental, Vision, etc.)
- Election
- Plan (BCBS, Dental, Vision, etc.)

- Plan Description
- Coverage Code (Single, etc.)
- Annual Pledge (State Flex only)
- Schedule ID
- Date and Time of Submission
- Elect After Submission

TN_BA311_ESS_NEW_DEPENDENTS

Prompts	When to Run	Intended Results
Class: ALL – State New Employees NHE – Higher Ed New Employees NHR - LE/LG New Employees Beginning Event Date: MM/DD/YYYY Ending Event Date: MM/DD/YYYY	Monthly	This query will show you all new dependents that were added by the employee through ESS. This can be used for new hires or during AE.

This information will be returned with the Header Title at the Top of the query:

- **Department ID**
- **Position Number**
- **Class (You selected this)**
- **Schedule ID**
- **Event Date**
- **Employee ID**
- **Employee Record**

- **Employee Name**
- **Benefit Program (GA1, GA2, TEA, etc.)**
- **Plan Type (Medical, Dental, Vision, etc.)**
- **Dependent Number**
- **Dependent Name**
- **Proof Received (Dependent Verification)**

TN_BA219_DISABIL_COVERAGE

Prompts	When to Run	Intended Results
Coverage Begin Date: 01/01/YYYY	Monthly	Identifies the disability elections based on the coverage begin date.

This information will be returned with the Header Title at the Top of the query:

- Dept. ID
- Position Number
- Business Unit
- Employee ID
- National ID (Social Security Number)

- Name
- Plan Type
- Coverage Begin Date
- Description
- Plan

Questions?